



Milwaukee County Transit System (MCTS) Bus Pass Form Instructions

Please use the enclosed Order Form to request MCTS bus passes.

When completing a MCTS Bus Pass Form for iLIFE, the following applies:

1. Select the Auto Renew checkbox if you want your funds to automatically renew each month.
2. Participant Name is who should be contacted if there are questions about this claim. If some entity other than you bills for the work, this section must be filled in.
3. Service Month - month the service occurred.
4. Enter the Transit Plus Client ID number.
5. Enter the WisGo ID card number.
6. Description is the type of tickets and/or bus passes needed. This information comes from the verification letter, service plan (ISSP), or the service code description (i.e., mileage).
7. Unit Type is how many tickets or sheets are needed.
8. Rate is the amount billed per unit.
9. Billed Amount is the Rate multiplied by the number of Units.

Please submit the completed form to IRIS.Claims@iLIFE.org.

After submitting this form:

1. Our Vendor Claims department will receive your order.
2. If you select the **Auto Renew** check box, your order will be automatically be added to your WisGo card every month. This means you do not need to send an order every month. If you do not select Auto Renew, you must send in an order every month.
3. We will process your claim within the running pay period.
4. iLIFE will process your order and submit to MCTS.
5. Notice: if you lose your WisGo card you must update the card number and submit a new claim form.

If you have any questions or need help, please call iLIFE at 1-888-800-5599.

Milwaukee County Transit System (MCTS) Bus Pass Order Form

Auto Renew:

Service Month: _____

Service Code: T2003

Ordering Information

Participant Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____ - _____

Transit Plus Client ID#: _____

WisGo Card #: _____

Bus Tickets:

Number of Weekly Ticket(s): _____ x Ticket Price \$ 33.00 = Total \$ _____

WEEKLY - Starting on Monday, WisGo will start counting how much you spend. Once you have used \$33 in fare the system will let you ride fare free for the rest of the week.

Number of Monthly Bus Tickets: _____ x Ticket Price \$ 99.00 = Total \$ _____

MONTHLY - Each calendar month, WisGo will start counting how much you spend. Once you have used \$99 in fare the system will let you ride fare free for the rest of the month.

Bus Tickets Total \$ _____

Bus Tickets - Reduced Fare with proper ID:

For riders 65+ & ages 6-11 or with a qualifying disability. Children 5 and under ride free.

Number of Reduced Fare Weekly Ticket(s): _____ x Ticket Price \$ 16.50 = Total \$ _____

WEEKLY - Starting on Monday, WisGo will start counting how much you spend. Once you have used \$16.50 reduced fare the system will let you ride fare free for the rest of the week.

Number of Reduced Fare Monthly Bus Tickets: _____ x Ticket Price \$ 49.50 = Total \$ _____

MONTHLY - Each calendar month, WisGo will start counting how much you spend. Once you have used \$49.5 reduced fare the system will let you ride fare free for the rest of the month.

Reduced Fare Total \$ _____

Participant/Guardian Signature: _____

Date: _____

(6/2026)